

**SUMMARY OF THE
TRANSITION AD HOC COMMITTEE MEETING
FEBRUARY 13, 2002**

The Transition Ad Hoc Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met on Wednesday, February 13, 2002, at 1:00 p.m. Eastern Standard Time (EST) via teleconference. The meeting was led by Chairperson Dr. Paul Kimsey of the California Department of Health Services. A list of action items is given in Attachment A. A list of participants is given in Attachment B. The purpose of the meeting was to discuss agenda items which follow.

REVIEW OF PREVIOUS MINUTES

The minutes from the January 09, 2002, teleconference will be reviewed at the February 27, 2002, teleconference.

ASTM

Dan Schultz gave a presentation on how his organization, the American Society for Testing and Materials (ASTM) could benefit the restructured Standards Development organization. This will be discussed further at the face to face meeting in Dallas in March. Consensus of the discussion which occurred after the presentation was that this committee agreed that a more thorough analysis of the feasibility of structuring the Standards Development organization under ASTM is warranted. The possibility of forming a subcommittee was also discussed.

CONSTITUTION AND BYLAWS OF THE STANDARDS DEVELOPMENT ORGANIZATION

Kenneth Jackson asked opinions as to what direction the Program Policy and Structure (PPS) Committee should now move in proposing language for the Constitution and Bylaws for the Standards Development organization. He will present the suggestions he received from this Committee to the PPS Committee for their consideration.

DALLAS MEETING

It was suggested that the Transition and Program Policy and Structure Committees meet together, with break out sessions if needed. Dr. Kimsey and Dr. Jackson will prepare an agenda, to be reviewed at the next teleconference. Some suggested topics for the agenda are:

- Proposed Constitution and Bylaws
- A short term solution
- Long term issues

FUTURE TELECONFERENCES

The next teleconference will be February 27, 2002 at 1:00 p.m. EST.

ADJOURNMENT

There being no further business to discuss, the meeting was adjourned.

**ACTION ITEMS
TRANSITION AD HOC COMMITTEE MEETING
FEBRUARY 13, 2002**

Item No.	Action	Date to be Completed
1	Dr. Jackson will have PPS begin drafting the Constitution and Bylaws for NELAC.	ASAP
2	Drs. Kimsey and Jackson to prepare an agenda for the Dallas meeting.	02/27/02

**PARTICIPANTS
TRANSITION AD HOC COMMITTEE MEETING
FEBRUARY 13, 2002**

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